

RFP Reference No.:- NHB/PREMISES/RFP - PROPERTIES EVALUATION/1/2016

**Request for Proposal for Study & Evaluation of  
National Housing Bank's properties  
in New Delhi and Mumbai**



**National Housing Bank**  
**Core 5-A, 4<sup>th</sup> Floor, India Habitat Centre, Lodhi Road,**  
**New Delhi - 110 003**  
**Phone: 011-24649031-35Extn.452 FAX 011-24646988**  
**E-Mail: [parichay@nhb.org.in](mailto:parichay@nhb.org.in)**

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<b>1. BID CALENDER</b>		
1.	Date of commencement of bidding	11/05/2016
2.	Last Date for Receipt of Pre-Bid Queries via email	parichay@nhb.org.in 25/05/2016 upto 15:00 hrs
3.	Pre-Bid meeting with Bidders (date and time)	27/05/2016 15:00 hrs
4.	Last date and time for submission of Bid Documents	02/06/2016 15.00 hrs
5.	Date and Time of Technical Bid Opening	02/06/2016 16:00 hrs
6.	Earnest Money Deposit Amount	Rs. 10,000/-
7.	Place of opening of Bids	National Housing Bank, Head Office, Core 5-A, 5 <sup>th</sup> Floor, India Habitat Centre, Lodhi Road, New Delhi - 110003

**Note: - Technical Bids will be opened in the presence of Bidders who wish to attend Tender Opening proceedings as above.**

**Commercial Bids of shortlisted agencies shall only be considered for its opening. Such agencies will be informed in advance for Date, Time and place of opening of their commercial Bids.**

## 2. ABOUT NATIONAL HOUSING BANK

National Housing Bank (NHB) was established under the National Housing Bank Act, 1987 (Central Act No. 53 of 1987) to operate as a principal agency to promote housing finance institutions both at local and regional levels and to provide financial and other support to such institutions and for matters connected therewith or incidental thereto. NHB is wholly owned by the Reserve Bank of India.

## 3. PURPOSE

National Housing Bank owns properties in New Delhi and Mumbai, brief details of which are given in the Annexure VII. NHB intends to conduct a study on physical survey of these properties considering their present location, surroundings etc., overall condition in general & its Valuation based on present market trend in the locality as also from the recent transactions that have been registered in the last six months or so. The Study should also assess realizable present market value that Bank can fetch. Consultants are required to work out and propose Sell-Hold-Develop matrix with proper supporting detailed reasoning.

## 4. OBJECTIVE

The Consultancy Firm has to visit each site individually and has to suggest NHB about its cost benefit analysis whether it will be prudent & beneficial for NHB to continue with the said premises. Based on this, the firm has to prepare a Sell-Hold-Develop (SHD) matrix. Properties whose future growth in near to medium term (1-3Years) is not expected to be high will be organized in the "Sell" category. Properties where medium to good growth is anticipated in the near to medium term will be organized in the "Hold" or "Develop" categories.

- a) Consultants are expected to prepare a study in this regard on these angles and have to furnish Cost Benefit Analysis as also SWOT Analysis considering the likely appreciation in near future.
- b) A property has to be assessed depending upon the floor area available & considering its presentable & convenient location from the view point of availability of basic necessary services and infrastructure. Possibility for its alternate use can also be explored.
- c) These are the brief indicative requirements given. However, Consultants are expected to cover all such parameters which will help NHB to take a considered view on its properties and its uses / usefulness.

## 5. SCOPE OF WORK AND DELIVERABLES

Present below is the broad scope of work that is required to be under taken while developing these strategies:

- To assess the current market value of each of the properties considering physical condition of the premises based on the structural requirements, FAR, FSI/ local building bylaws applicable and other statutory requirements( if any)
- To identify the growth drivers and obstacles to potential future growth considering local Development Control Rules (DC Rules) of each respective properties in question. To confirm that all necessary statutory permissions are available & will not come in the way if Bank decides to sell any of these properties as far as this investment is concerned.
- To perform detailed SWOT analysis for each of the property.
- To estimate potential increase (or drop) in value of each property in the near term (1-3 Years)

## 6. INSTRUCTIONS TO BIDDERS

The eligibility criteria for bidders is defined at para 7.1 of the RFP. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents may result in the rejection of its bid and will be at the bidder's own risk.

- All costs and expenses incurred by respondents in any way associated with the development, preparation, and submission of responses, including but not limited to the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by NHB, will be borne entirely and exclusively by the Respondent.
- No binding legal relationship will exist between any of the respondents and NHB until execution of a contractual agreement.
- Each recipient acknowledges and accepts that NHB may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for short listing / selecting the eligible vendor(s).
- A recipient will, by responding to NHB for RFP, be deemed to have accepted the terms of this RFP.
- Recipients are required to direct all communications related to this RFP, to the given Point of Contacts:

	Mr. PARICHAY	Mr. VISHAL GOYAL
Position	Deputy Manager	Deputy General Manager
e-mail	parichay@nhb.org.in	vishalg@nhb.org.in
Telephone	011-24649031-35 Extn. 452	011-24620433
Mobile	8130498079	9717691285

- NHB may, in its absolute discretion, seek additional information or material from any Respondents after the RFP closes and all such information and material provided must be taken to form part of that respondent's response.
- Respondents should provide details of their contact person, telephone, fax, email and full address to ensure that replies to RFP could be conveyed promptly.
- If NHB, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then NHB reserves the right to communicate such response to all respondents.
- The selection process consists of four phases viz., 1) Minimum Eligibility Criteria 2) Technical Evaluation 3) Presentation and 4) Commercial Evaluation. Evaluation Criteria proposed to be adopted would be based on Quality cum Cost Based System (QCBS) where Technical Bid (plus presentation) Score will get a weightage of 70 and Commercial Bid Score a weightage of 30.
- The bids qualifying the Minimum Eligibility Criteria will be eligible for further evaluation and subsequently the bids qualifying Minimum Eligibility Criteria and Technical Evaluation along with Presentation will be eligible for Commercial Evaluation.

**a. Pre-Bid Meeting**

For the purpose of clarification of doubts of the bidders on issues related to this RFP, NHB intends to hold a Pre-Bid meeting on the date and time as indicated in the RFP at NHB H.O. at New Delhi. The queries of all the bidders, in writing, should reach by e-mail on or before 25.05.2016 by 15:00 hrs at the e-mail address as mentioned. It may be noted that no queries of any bidder shall be entertained if received after the Pre-Bid meeting. Clarifications on queries will be given in the Pre-Bid meeting. Only the authorized representatives of the bidders will be allowed to attend the Pre-Bid meeting.

**b. Soft Copy of Tender Document**

The soft copy of the tender document will be made available on NHB's website <http://www.nhb.org.in>.

**c. Erasures or Alterations**

The offers containing erasures or alterations will not be considered. Technical details must be completely filled up. Correct technical information must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure/manual" is not acceptable. NHB may treat offers not adhering to these guidelines as unacceptable. NHB may, at its discretion, waive any minor non conformity or any minor irregularity in the offer. This shall be binding on all bidders and NHB reserves the right for such waivers.

**d. Amendment to the bidding document**

- At any time prior to the deadline for submission of Bids, NHB, for any reason, may modify the Bidding Document, by amendment.
- The amendment will be posted on Banks website [www.nhb.org.in](http://www.nhb.org.in).
- All Bidders must ensure that all amendments/enhancements (if any) in the RFP have been considered by them before submitting the bid. Bank will not have any responsibility in case some omission is done by any bidder.
- NHB at its discretion may extend the deadline for the submission of Bids.

**e. Language of Bid**

The bid prepared by the Bidders, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and NHB and supporting documents and printed literature shall be written in English / Hindi.

**f. Masked Commercial Bid**

The bidder must submit a masked commercial bid also which is a copy of the authorized bid (as per the format specified by NHB after masking the prices). This is mandatory. The bid may be disqualified if it is not submitted by masking it properly.

NHB reserves the right to cancel the bid at the time of commercial evaluation, if the format/detail (except price) of 'Masked Commercial Bid' does not match with the format/detail of actual Commercial Bid submitted.

**g. Documents Comprising the Bid**

- ✓ The bid consists of two bids viz., technical bid and commercial bid
- ✓ Documents comprising the **TECHNICAL BID** should be:
  - ✓ Bidder Information as per **Annexure I**
  - ✓ Details of the Proposed work as per **Annexure I** :
    - ✓ Methodology to be adopted
    - ✓ Composition and details of the team for the proposed work including qualification, experience etc.
  - ✓ Documentary evidence to support experience and performance of the Bidder as per **Annexure I**.
  - ✓ Compliance Statement Declaration as per **Annexure II**
  - ✓ Information on minimum eligibility criteria as per **Annexure III**
  - ✓ Documentary evidence establishing that the Bidder is eligible to Bid and is qualified to perform the contract i.e., minimum eligibility criteria as per **Annexure -III**.
  - ✓ A Covering letter as per **-Annexure IV**.
  - ✓ Commercial Bid covering letter - **Annexure V**.
  - ✓ Any extra information may be provided as a separate section at the end of Technical Bid document.
  - ✓ The proof of the payment in favour of National Housing Bank to of Rs.10,000/- towards EMD (refundable).
  - ✓ Soft copy of minimum eligibility criteria, technical bid, masked commercial bid.
  - ✓ Masked Price Bid listing all the components as listed in Commercial Bid, without indicating the price as per **Annexure VI**.
  - ✓ Details of Bank's properties at New Delhi and Mumbai - **Annexure VII**
  - ✓ Duly filled ECS Mandate Form as enclosed in **Annexure-VIII**
  - ✓ Any technical Bid containing price information will be rejected. Bids without EMD amount will also be rejected.
- ✓ Documents comprising the **COMMERCIAL BID** should be:
  - ✓ Complete Commercial bid as per **Annexure VI** with a covering letter as per **Annexure V**.
  - ✓ Price bids containing any deviations or similar clauses may be summarily rejected.

#### h. Earnest Money

The bidder has to submit the bid earnest money deposit of Rs. 10,000 (Rs. Ten Thousand only) by way of an e-payment in favour of National Housing Bank. The Accounts details are given below:

Beneficiary Name	National Housing Bank
Beneficiary Address	Core 5A, 4th Floor, India Habitat Centre, Lodhi Road,
Beneficiary Bank Name	State Bank of Hyderabad
Beneficiary Bank Branch Address	Pragati Vihar Delhi Branch, Ground Floor, Core-6, IHC Complex, Lodhi Road, New Delhi - 110 003
Type of Bank Account	Current account
Beneficiary Bank A/C No	52142903844
IFCS code of Bank branch	SBHY0020511
MICR No	1100004005

The proof of the payment should be enclosed and put in the envelope containing the Technical Bid; in the absence of which the bid may not be considered for further evaluation. The bidders are also required to submit ECS Mandate Form as enclosed in **Annexure-VIII**.

- Any bid received without EMD in proper form and manner shall be considered unresponsive and rejected.
- Request for exemption from Security Deposit will not be entertained.
- The EMD amount of all unsuccessful bidders would be refunded on completion of the tendering process.
- Successful Bidder will be refunded the EMD amount after execution of Service Level Agreement (SLA), Non-Disclosure Agreement (NDA) and submission of Performance Bank Guarantee for 10% of total contract value.
- The EMD security may be forfeited:
  - ❖ If a Bidder withdraws its bids during the period of bid validity
  - ❖ If a Bidder makes any statement or encloses any form which turns out to be false/incorrect at any time prior to signing of the contract
  - ❖ In case of successful Bidder, if the Bidder fails to Sign the contract.

#### i. Price

- The Price quoted by the Bidder should include all costs.
- Bids to be quoted in Indian Rupee only.
- The price should be valid for entire contract period.
- The offer should be as per commercial bid format in Annexure VI.
- Bid submitted with adjustable price quotation will be treated as non-responsive and will be rejected.

j. **Requirement Study**

The selected vendor has to depute its officials at NHB, New Delhi for any study / requirement within 10 days of placement of work order.

k. **Period of Validity of Bids**

- Prices and other terms offered by Bidders must be valid for an acceptance period of six months from the date of submission of Commercial Bid.
- In exceptional circumstances, NHB may solicit the Bidder's consent to an extension of the period of validity. The request and response thereto shall be made in writing. The Bid security provided shall also be extended.

l. **Format and Signing of Bids**

Each bid shall be in two parts:

- Part I: consists of MINIMUM ELIGIBILITY CRITERIA, TECHNICAL BID and MASKED COMMERCIAL BID [price bids without any price]. The above contents will be referred to as "TECHNICAL PROPOSAL"
- Part II : covering only the COMMERCIAL BID herein referred to as "COMMERCIAL PROPOSAL"
- The Original Bid shall be typed and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the Bids shall initial all pages of the Bids, except for unamended printed literature.
- Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person signing the Bids.

m. **Sealing and Marking of Bids**

- The Bidder shall seal the envelopes containing Technical and Commercial proposals separately.
- The bidders shall duly seal each envelope and place both envelopes in a third envelope, which shall also be sealed. Both inner envelopes should be superscripted "Technical Bid" and "Commercial Bid".
- The third/outer envelope should be NON-WINDOW, superscripted with "Request for Proposal for STUDY AND EVALUATION OF BANK'S PROPERTIES SITUATED AT NEW DELHI AND MUMBAI".
- The envelope shall be addressed to NHB/NHB at the address given below:

The Deputy General Manager,  
Premises Department,  
National Housing Bank  
Core 5A, 4th Floor,  
India Habitat Centre,  
Lodhi Road, New Delhi - 110003

- All envelopes should indicate on the cover the name and address of bidder along with contact number.
- If the envelope is not sealed and marked, NHB will assume no responsibility for the Bid's misplacement or its premature opening.

n. **Deadline for submission of Bids**

- The bids must be received by NHB at the address specified, not later than the last date of bid submission as indicated above.
- In the event of the specified date for the submission of bids, being declared a holiday for NHB, the bids will be received up to the appointed time on the next working day.
- NHB may, at its discretion, extend the deadline for submission of Bids by amending the Bid Documents, in which case, all rights and obligations of NHB and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

o. **Late Bids**

Any bid received by NHB after the deadline for submission of bids prescribed by NHB will be rejected and returned unopened to the bidder.

p. **Modification And / Or Withdrawal of Bids:**

- The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification including substitution or withdrawal of the bids, is received by NHB, prior to the deadline prescribed for submission of bids.
- The Bidder modification or withdrawal notice shall be prepared, sealed, marked and dispatched. A withdrawal notice may also be sent by Fax, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.
- No bid may be modified after the deadline for submission of bids.
- No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the bid form. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its EMD.
- Bank has the right to reject any or all tenders received without assigning any reason whatsoever. Bank shall not be responsible for non-receipt / non delivery of the bid documents due to any reason whatsoever.
- NHB also reserves the right to accept the bids in full or parts as per its requirement and decision.

q. **Clarification of Bids**

During evaluation of Bids, NHB, at its discretion, may ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing (Fax/e-Mail), and no change in the substance of the Bid shall be sought, offered or permitted.

r. **Preliminary Examinations**

- NHB will examine the Bids to determine whether they are complete, the documents have been properly signed, supporting papers/ documents attached and the bids are generally in order.
- NHB may, at its sole discretion, waive any minor irregularity in a Bid which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.
- The decision of NHB is final towards evaluation of the bid documents.

s. **Contacting NHB**

- Bidder shall NOT contact NHB on any matter relating to its Bid, from the time of opening of Bid to the time a communication in writing about its qualification or otherwise received from NHB.
- Any effort by the Bidder to influence NHB in its decisions on Bid evaluation, Bid comparison may result in the rejection of the Bidder's Bid.

## 7. Bids evaluation Methodology

### 7.1 Eligibility Criteria for Bidders: (*relevant documents to be enclosed, wherever applicable*).

- a) Limited Company (Public or Private) or a partnership firm having their Head Office either at New Delhi or at Mumbai.
- b) Minimum Company Turnover should be of Rs. 100.00 Crore per annum from Consultancy Business of similar nature during Financial Year 2013-14, 2014-15 and 2015-16.
- c) Number of years in establishment should be at least 10 years.
- d) Experience of preparing similar Project Reports for providing Evaluation of such housing projects with Central/ State Government/ RBI/FIs/ Banks/ PSUs.
- e) Registration as a member of Council of Architects /Indian Institute of Structural Engineers, Local Municipal Corporation / Indian Institute of Valuers/ Royal Institute of Chartered Surveyors. etc.
- f) The Bidder should not have been black-listed/ debarred by any Government/ Public Sector organization
- g) Registration with Income Tax Authorities under Wealth Tax Act.
- h) Bidders are required to furnish completion certificates issued by their clients for whom they have worked in the past, in their Technical Bid.

### 7.2 Bidding Process

Quality cum Cost Based System (QCBS)

Evaluation criteria proposed to be adopted will be Quality cum Cost Based System (QCBS) where Technical Bid Score (including Presentation) will get a weightage of 80 and Commercial Bid Score a weightage of 20.

### 7.3 Evaluation of Technical Bids

Criteria and Point system for the evaluation of the Technical Bids are as under:

		Maximum Marks
1.	<p>a) <b>Experience in terms of no. of projects / similar assignments /work orders undertaken with the Central / State Government/ RBI /FIs / Banks / PSUs.</b></p> <p>&gt; 50 work orders / similar assignments per Annum (completed in the last 3 Years: 2013-14, 2014-15, 2015-16) 25 marks</p> <p>&lt;50 work orders/ similar assignments per Annum (completed in the last 3 Years: 2013-14, 2014-15, 2015-16 ) 15 marks</p> <p>Please indicate the number of projects handled in <b>New Delhi &amp; Mumbai</b></p>	25   05

2.	<p>a) <b>Empanelment with the Central / State Government/ RBI/FIs / Banks / PSUs as on 31/03/2016 for undertaking similar assignments</b></p> <p>Up to 10 Empanelments 05 marks  From 10 to 20 empanelments 10 marks  From 20 to 30 empanelments 15 marks</p>	15
3.	<p><b>Constitution of the Project Team</b></p> <p><b>Number of Architects with experience of working &amp; dealing with Central / State Government / RBI / FIs / Banks / PSUs and having experience in project evaluation on Architectural aspects / back ground for at least 5 years.</b></p> <p>Architect having experience of 5 years 3 marks  Architect having experience of more than 5 years 5 marks</p> <p><b>Number of Structural Engineers with experience of working &amp; dealing with Central/ State Government/ RBI/FIs/ Banks/ PSUs and having experience in project evaluation on Structural aspects and its stability / back ground for at least 10 years</b></p> <p>Structural Engineer having experience of 10 years 5 marks  Structural Engineer having experience of more than 10 years 10 marks</p> <p><b>Number of Valuers with experience of working &amp; dealing with any Central/ State Government/ RBI/FIs/ Banks/ PSUs and having experience in project evaluation on Valuation aspects for at least 10 years.</b></p> <p>Valuers having experience of 10 years 5 marks  Valuers having experience of more than 10 years 10 marks</p> <p><b>Number of Legal Experts with experience of working &amp; dealing with Central/ State Government/ RBI/FIs/ Banks/ PSUs and having experience in this field of properties matter for at least 5 years</b></p> <p>Legal Experts having experience of 5 years 3 marks  Legal Experts having experience of more than 5 years 5 marks</p> <p>Bidder will propose one amongst the above four experts as the Project Team Leader for the assignment. Bidder may include additional members in their team to support the above four experts to deliver the scope of assignment as defined in this document.</p>	30
4.	<p><b>Approach and proposed methodology by the Bidder:</b> NHB will invite eligible, short-listed bidders for a presentation on the Technical Proposal.</p>	25
	<p><b>Total Marks</b></p>	100

- The minimum qualification score for the Technical Bid is 55 out of 75 (Sr. no. 1 to 3) to be eligible for giving Presentation on approach and proposed methodology by the bidder. Minimum qualification score for being eligible for Commercial Evaluation is 70 out of 100 (Sr.no. 1 to 4).
- Bidders who fail to score minimum 70 marks will not be eligible for further evaluation and their sealed Commercial Bids shall not be opened by NHB and shall be returned to the Bidder.

## 7.2 Evaluation of Commercial Bids

The Commercial Bids of only eligible bidders who are able to get the minimum qualifying score in the Technical Bid with Presentation shall be considered.

The evaluation of the Commercial Bids would be as follows:

- The lowest bid will be assigned the maximum Financial Score of 100 points.
- The Financial Scores of the other Commercial Bids will be computed relative to the lowest evaluated Commercial Bid.
- The Financial Score computing methodology is as follows:

$$\text{Financial Score}_{\text{Bid under consideration}} = \frac{100 \times \text{Price}_{\text{Lowest Bid}}}{\text{Price}_{\text{Bid under consideration}}}$$

## 7.3 Final/Aggregate evaluation of Bids

Proposals would be ranked according to their Final Score arrived at by combining Technical scores (including presentation) and Financial Scores as follows:

$$\text{Final Score} = \text{Technical Score} \times T + \text{Financial Score} \times F$$

(T - Weightage given to the Technical Bid, F - Weightage given to the Financial Bid,

$$T + F = 1)$$

*\*technical score is inclusive of Presentation*

**Weightage for the bids are as follows:**

Technical Proposal plus	80%
Commercial Proposal	20%
Total Weightage	100%

The firm achieving the highest combined Technical and Financial Score will be invited for negotiations

*NHB reserves the right to revise the evaluation criteria, methodology, distribution points and weightages; if it finds it necessary to do so.*

NHB will place the work order with the selected bidder. The contract will be valid for 6 months.

## 7.4 Timeframe and Implementation Schedule

The project must be completed within 16 weeks from the date of award of contract. The following table gives the activities, outputs along with the timeframe and implementation schedule.

Activities	Weeks from the date of award of contract																Outputs
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
Signing of Service Level Agreement (SLA) & Non-Disclosure Agreement (NDA).																	Service Level Agreement (SLA) & Non-Disclosure Agreement (NDA).
Preparation of Draft Report																	Preparation of Draft Report
Finalization of Report on Evaluation																	Finalization of Report on Evaluation

## 8. Payment Terms

- a) The selected Bidder will be required to provide a 10% of the total cost of project as Performance Guarantee, in the form of bank guarantee from a scheduled commercial bank. The performance guarantee should be valid till at least three months period beyond the expiry of contract period. The PBG must be submitted within a week from the date of work order.
- b) 50% of the project cost shall be payable after the submission of the Draft of Study & Evaluation Report with all necessary supporting Documents.
- c) 40% of the project cost shall be payable after the submission of the Final Study & Evaluation Report with all necessary supporting required Documents and on approval of the same by NHB.
- d) 10% of the project cost shall be payable after providing additional required inputs by NHB within a period of six months.
- e) The applicable tax component must be clearly indicated at the time of invoicing.

## 9. General Terms and Conditions

- a) The Bidder is expected to peruse all instructions, forms, terms and specifications in this RFP and its Annexure. Failure to furnish all information required in the RFP Documents, in the formats prescribed or submission of a proposal not substantially responsive or submission of unnecessary additional information as part of response to this RFP Document in every respect may result into rejection of the proposal.
- b) At any time prior to the deadline for submission of Bids NHB may, for any reason, whether at his own initiative or in response to a clarification requested by prospective Bidders, modify the RFP by amendment, which will be placed on NHB's website for information of all prospective Bidders.

- c) All such amendment shall become part of the RFP and same will be notified on Bank's website. The Bidders are required to have a watch on Bank's website for any such amendment.
- d) Bidder must take into consideration each and every line of this RFP document while preparing technical and commercial proposal for the project. Bidder is requested to get any issue clarified from NHB before submitting the responses. The bids submitted should be complete in all respect meeting all deliverables under the project. It will be sole responsibility of the selected service provider to deliver each and everything as per the scope of the project during the contracted period. NHB will not be responsible in case of any requirement is underestimated or any requirement is not interpreted in right direction.
- e) NHB reserves the right to extend the dates for submission of responses to this document with intimation on NHB's website.
- f) NHB reserves the right to change the requirement specifications and ask for the revised bids or the tendering process without assigning any reasons.
- g) NHB shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers, without assigning any reason whatsoever. NHB reserves the right to make any changes in the terms and conditions of this RFP. NHB will not be obliged to meet and have discussions with any bidder, and or to listen to any representations. NHB reserves the right to accept or reject, fully or partially, any or all offers without assigning any reason. The decision of NHB in this regard is final and no further correspondence in this regard will be entertained.
- h) Notwithstanding anything to the contrary contained in the contract, NHB shall be at liberty to invoke the Performance Bank Guarantee in addition to other remedies available to it under the contract or otherwise if the selected Bidder fails to fulfill any of the terms of contract / order or commits breach of any terms and conditions of the contract.
- i) On faithful execution of contract in all respects, the Performance Guarantee of the Bidder shall be released by NHB.
- j) Bidder must deploy manpower having requisite qualification, experience, skill set etc. for this work.
- k) NHB reserves the right to call for any additional information and also reserves the right to reject the proposal of any Bidder if in the opinion of NHB, the information furnished is incomplete or the Bidder does not qualify for the contract.
- l) The Commercial and Technical bids will have to be signed on all pages of the bid by the authorized signatory. Unsigned bids would be treated as incomplete and would be rejected.
- m) By submitting a proposal, the Bidder agrees to promptly contract with NHB for any work awarded to the Bidder [Service Provider]. Failure on the part of the awarded Bidder to execute a valid contract with NHB, will relieve NHB of any obligation to the Bidder, and a different Bidder may be selected.
- n) Any additional or different terms and conditions proposed by the Bidder would be rejected unless expressly assented to in writing by NHB.
- o) Time and quality of the service are the essence of this agreement.
- p) The selected bidder will sign Service Level Agreement (SLA) & Non-Disclosure Agreement (NDA) with NHB, within one month time from issuance of work order.

## **10. Termination & Penalty Clause**

- a) NHB reserves its right to terminate the contract partially or fully in the event of one or more of the following situations:
  - Bidder fails to prepare and submit this Project Report in the stipulated time as per contract or within any extension thereof granted by NHB.

- In any case, the project should not be extended beyond 24 weeks from the date of award of contract. In such case, NHB reserves the right to cancel the contract, forfeit all charges due and invoke the PBG submitted by the bidder.
  - Bidder fails to perform any other obligation(s) under the contract.
  - However either party, in the case of termination, will give 3 months' notice to the other party.
  - Post termination, no claim/return, whatsoever, from the bidder shall be entertained by NHB.
- b) NHB may, at any time terminate the contract by giving written notice to the Consultant if the consultant becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Consultant, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to NHB.
- c) Penalty Clause  
Penalty, except in case of force majeure events, will be charged as 2% of the total project cost per week delay in project completion with a maximum of 10% of the project cost.

### **11. Resolving disputes (if any)**

In case of any dispute, the decision of MD & CEO of National Housing Bank shall be final and binding upon the firm. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in New Delhi and courts/tribunals/forums at New Delhi only shall have sole and exclusive jurisdiction to try any cause/dispute.

**Annexure - I****Part I -Bidder Information**

Please provide following information about the Company (Attach separate sheet if required):

S. No.	Information	Particulars / Response
I.	Company Name	
II.	Date of Incorporation	
III.	Type of Company [Pub. Ltd / Pvt. Ltd/Partnership Firm]	
IV.	Registration No. and date of Registration. (Registration Certificate to be enclosed)	
V.	Address of Registered Office with contact numbers [phone / fax]	
VI.	PAN No. Service Tax No.	
VII.	Contact Details of Bidder authorized to make commitments to NHB	
VIII.	Name	
IX.	Designation	
X.	FAX No	
XI.	Mail ID	
XII.	Company Head Office and Address Contact Person(s) Phone Fax E-mail Website	
XIII.	Experience in terms of no. of projects / assignments undertaken by the firms for providing similar services for Evaluation of properties for Central/ State Government/ RBI/FIs/ Banks/ PSUs (mention last three important assignments of major value.) Please attach relevant completion certificates.	

XIV.	<p><b>The detailed CV of each expert should be included by Bidder demonstrating adequacy for the assignment and relevant experience as also necessary supporting documents pertaining to their enrolment and licenses with respective controlling licensing authorities</b></p>	
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Note	<ol style="list-style-type: none"> <li>1. Bidder response should be complete, Yes/No answer is not acceptable.</li> <li>2. Documentary proof, sealed and signed by authorized signatory, must be submitted</li> <li>3. Proposal of the bidders are liable to be rejected in case of incomplete information or wrong information or non-submission of documentary proof.</li> </ol>
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## Part II -Project Information

	<p>Methodology of the proposed work</p> <ol style="list-style-type: none"> <li>1. Requirements study (Details including time and scope involved)</li> <li>2. Preparation of the Evaluation reports</li> <li>3. Presentation of reports / Discussions and feedback from NHB's Top Management. To be given after successful acceptance of the proposal.</li> </ol>	
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**Signature of Bidder**

**NAME OF THE AUTHORISED SIGNATORY**

**Annexure - II**

**COMPLIANCE STATEMENT**  
**DECLARATION**  
**Terms and Conditions**

We hereby undertake and agree to abide by all the terms and conditions stipulated by NHB in this RFP including all addendum, corrigendum etc. (Any deviation may result in disqualification of bids).

**Signature:**

**Seal of company**

**Annexure-III****Minimum Eligibility**

Following format has to be filled by the Bidder and has to be submitted in a separate envelope along with softcopy and relevant documentary proof.

<b>Minimum Eligibility Criteria</b>	<b>Bidder's Response</b>
a) Limited Company (Public or Private) or a partnership firm.	
b) Minimum Company Turnover should be of Rs. 100.00 Crores per annum.	To be supported by CA certificate
c) Minimum staff strength of various categories should be 50 in such specialized professional services segment.	
d) Number of years in establishment should be at least 15 years.	
e) Experience of preparing similar Project Reports for providing Evaluation of such housing projects with any Central/ State Government/ RBI/FIs/ Banks/ PSUs.	
g) Registration as a member of Council of Architects /Indian Institute of Structural Engineers, Local Municipal Corporation / Indian Institute of Valuers, Royal Institute of Chartered Surveyors etc.	To be supported by necessary documents
h) Registration with Income Tax Authorities under Wealth Tax Act.	To be supported by necessary documents

**Place :**

**Date :**

**Name and Signature with Seal**

Note	<ol style="list-style-type: none"> <li>1. Bidder response should be complete, Yes/No answer is not acceptable.</li> <li>2. Documentary proof, sealed and signed by authorized signatory, must be submitted</li> <li>3. Proposal of the bidders are liable to be rejected in case of incomplete information or wrong information or non-submission of documentary proof.</li> </ol>
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**Annexure - IV**

**Letter to be submitted by bidder along with bid documents**

The Deputy General Manager  
National Housing Bank,  
Premises Department Head Office  
Core 5-A, 4th Floor, India Habitat Centre, Lodhi Road, New  
Delhi - 110003

Sir

**Reg: Our bid for Preparation of Project Report on  
Study & Evaluation of Bank's properties located in New Delhi and Mumbai for  
National Housing Bank**

We submit our Bid Document herewith.

If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by NHB to do so, a contract in the prescribed form. Unless and until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.

We understand that if our Bid is accepted, we are to be jointly and severally responsible for the due performance of the contract.

We understand that you are not bound to accept the lowest or any bid received by you, and you may reject all or any bid; you may accept or entrust the entire work to one vendor or divide the work to more than one vendor without assigning any reason or giving any explanation whatsoever.

We understand that the names of short listed bidders after the completion of first stage (Technical Bid) and the name of the successful bidder to whom the contract is finally awarded after the completion of the second stage (Commercial Bid), shall be communicated to the bidders either over phone/e-mail/letter.

Yours faithfully,

For \_\_\_\_\_

Signature \_\_\_\_\_

Dated at \_\_\_\_\_/ \_\_\_\_\_ day of \_\_\_\_\_ 20\_.

Name \_\_\_\_\_

Address \_\_\_\_\_

(Authorised Signatory)

Annexure -V

**Commercial Bid Covering Letter**

Date :

**The Deputy General Manager  
National Housing Bank,  
Premises Department Head Office  
Core 5-A, 4<sup>th</sup> Floor, India Habitat Centre, Lodhi Road, New  
Delhi - 110003**

Dear Sir,

**Commercial Bid -Preparation of Project Report on Study & Evaluation of Bank's  
properties located in New Delhi and Mumbai for National Housing Bank**

We, the undersigned, offer to provide services for the above-mentioned project, in accordance with your Request for Proposal *[Insert RFP Number]*, and our Proposal (Technical and Commercial Proposals). The total fee is inclusive of all out of pocket expenses that we might incur and there will be no additional charges except the applicable taxes.

Our commercial proposal shall be binding upon us, subject to the modifications resulting from contract discussions, up to expiration of the validity period of the Proposal, i.e., *[Insert date]*.

Yours faithfully,

**For .....**

**Signature**

**Name Address**

**(Authorised Signatory)**

**Annexure -VI****Commercial Bid Format**

The structure of the Bidder's commercial response to this tender must be as per following format. Any extra information may be provided as separate section. Commercial Bid Response must be submitted with Commercial Bid covering letter specified in Annexure V Bidders are requested to note the following:

- All the details must be provided as per format. Incomplete formats will result in rejection of the proposal.
- Masked commercial bids must be given with technical bid. All the pages of commercial bids must be sealed and signed by authorized signatory.
- All the rates must be quoted in INR.

<b>Particulars</b>	<b>Amount/Rate (In Rs.)</b>
Total Cost of preparation the Project Report on <b>Study &amp; Evaluation of Bank's properties located in</b>	
a. <b>New Delhi</b>	a. _____
b. <b>Mumbai</b>	b. _____
<b>Total</b>	
<b>Amount in words:</b>	

(The above price must be exclusive of applicable taxes. The taxes at actual will be paid by NHB)

Note: The bidder has to submit the commercial bid only in the above format. Providing commercial proposal other than this format may reject the bid

**NHB has following Properties at Mumbai and New Delhi.**

**VOFs at Mumbai**

- i. The two, 2 BHK flats at Juhu, viz., at **Janki Kutir ('Vasundhara')** and **Lovedale Housing Society** were purchased in 1991 and are being currently utilized as Visiting Officers Flats (VOF) for NHB's officers going for inspections and other jobs. (Location **Lovedale Housing Society**, Juhu area 900 sq ft and Janki Kutir, Juhu area 1120 sq ft).

**II. Flats at Borivali**

- ii. Bank owns 16 flats at Borivali (East), ad measuring 960 / 970 sq ft area, with 5 car parking and 3 two wheeler parking, bought in 1992, for the purpose of residential accommodation. Presently, only 4 flats are in use by NHB while the remaining 12 flats, earlier given on lease, have now been vacated.

**III. Flats at Pali Hill**

- iii. Bank's other two transit accommodations viz., 2 BHK flats each at **Navroze Pali Hill**, and **Moru Mahal**, both at Pali Hill/Bandra (W) are out of use. The flat at Pali Hill, bought in the year 1992, is under redevelopment by the Society.

**IV. Plots at Versova and Tilak Nagar (Chembur).**

- iv. Bank's other properties are a plot admeasuring 15,500 sq. ft. at Versova, Andheri (W), leased for 90 years from MHADA in the year 1992 lying unused and 8 row houses duplex flats (each admeasuring 51.20 sq. m) at Tilak Nagar, Chembur, on a leased Land from MHADA.

**V. Bank's Flats at Delhi as follows:**

Bank's present flats in Delhi are as under:

Flats	No.	Ownership	Year of Purchase
Jangpura (2BHK/3BHK)	32	Owned*	1995
D6 Vasant Kunj (2BHK)	20	Owned	2003

\* On leased land given by L&DO, Govt. of India. Bought from Hindustan Prefab Ltd.

## Annexure VIII

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**FORM FOR PROVIDING DETAILS OF BANK ACCOUNT FOR CREDIT OF PAYMENT  
FROM NATIONAL HOUSING BANK**


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(Please fill in the information in CAPITAL LETTERS)

1. Name of the vendor/supplier	_____
2. Address of the vendor/supplier	_____
	_____
	City: _____ Pin Code _____
E-mail id	_____
Phone /Mobile No.	_____
Permanent Account Number (PAN)	_____
Service Tax Registration No.	_____
TIN No.	_____
<b>3. Particulars of Bank Account</b>	
A. Name of Account same as in the Bank	_____
B. Name of the Bank	_____
C. Name of the Branch	_____
D. Address of the Branch with Tel No.	_____
	_____
E. Account No. (appearing in Cheque book)	_____
F. Account Type (SB, Current, etc.)	_____
G. MICR No.	_____
H. IFSC Code of the bank branch (to be obtained from the respective branch)	_____

I/We hereby authorize National Housing Bank to credit payment(s) to my/our above bank account by ECS. # (#ECS will accepted on centers where the facility is available).

I/We hereby declare that the particular given above are correct and complete. If the transaction is delayed or not effected at all by ECS for reasons of incomplete or incorrect information, I/we would not hold National Housing Bank responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through RTGS/NEFT.

I also agree that without prejudice to the generality of the foregoing, in the event National Housing Bank is not able to carry out the ECS instructions given by me, National Housing Bank may make such arrangements for payment as deemed appropriate by it, for effecting the transaction.

Place:

Date:

Authorized Signatory/ies

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 Certified that the particulars furnished above are correct as per our records.

Bank's Stamp:

Date:

Signature of the Authorized Official of the Bank